



সোনালী ব্যাংক লিমিটেড  
SONALI BANK LIMITED  
PERSONNEL MANAGEMENT DIVISION  
(SECTION-3)

Head Office, Motijheel C/A.,  
Dhaka-1000. Bangladesh.

Phone : 88-02-9551121  
Fax-88-02-9573765

No.PMD/SEC-3/PF/PO-19804/2528

Dated:-23<sup>th</sup> February, 2017

JIHAN JENEFAR HASSAN (C-44340)

Passport No: OC 1139095

Senior Officer  
Sonali Bank Limited  
Chuadanga Branch  
Chuadanga

সোনালী ব্যাংক লিমিটেড  
প্রধান কার্যালয়, ঢাকা  
২৩/০২/১৭  
১৯৮০৪/২৫২৮  
১. জিহান জেনেফার হাসান  
২. পাসপোর্ট নং: ১১৩৯০৯৫  
৩. ছুটি: ১৫ (পনেরো) দিন  
৪. ছুটি: ১৫ (পনেরো) দিন  
৫. ছুটি: ১৫ (পনেরো) দিন  
৬. ছুটি: ১৫ (পনেরো) দিন  
৭. ছুটি: ১৫ (পনেরো) দিন  
৮. ছুটি: ১৫ (পনেরো) দিন  
৯. ছুটি: ১৫ (পনেরো) দিন  
১০. ছুটি: ১৫ (পনেরো) দিন

১৯৮৮

Dr. Faridul Islam

**Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India**

Dear Sir,

We have the pleasure to advise you that in consideration of your prayer and recommendation of Sonali Bank Limited, General Manager's Office, Faridpur the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment with a permission to visit the religious/Historical places in India under the following terms and conditions :

**Conditions :**

- (1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited / Govt. of Bangladesh.
- (2) It will be treated as " Leave Outside Bangladesh".
- (3) **Staying abroad over the sanctioned period will not be allowed.**
- (4) This sanction letter will remain valid for 03 (Three) months from the date of issue.

Yours faithfully,  
Sd/-  
(Md.Sirajul Islam)  
Assistant General Manager.

Copy forwarded for kind information & Necessary action:

01. General Manager, Sonali Bank Limited, General Manager's Office, Faridpur. It has a reference to their letter no.648 dated the 08<sup>th</sup> February, 2017.
- ✓ 02. Deputy General Manager, Information Technology Division-2, Sonali Bank Limited, Head Office, Dhaka.
03. Deputy General Manager, Sonali Bank Limited, Principal Office, Chuadanga.
04. Manager, Sonali Bank Limited, Chuadanga Branch, Chuadanga, They are requested to send her joining report after availment of leave.
05. Immigration Officer, Hazrat Shahjalal (Rh) International Airport , Dhaka, Bangladesh.
06. Immigration Officer, All Land Ports, Bangladesh.
07. Personal File/Office Copy/ Master Copy/Email Copy

*Md. Sirajul Islam*  
Assistant General Manager  
MD. SIRAJUL ISLAM  
Assistant General Manager  
Personnel Management Division (Sec.3/4)  
Sonali Bank Limited  
Head Office, Dhaka.

Normal Letter International leave